



Bamako, Mali

REQUEST FOR FUNDING
SELF-HELP FUND
FROM THE UNITED STATES EMBASSY

1. Project title:

Village of: _____ District of: _____

Circle of: _____ Region of: _____

2. Access to the Village: Which roads (and what distances) should be taken (when traveling from Bamako) to arrive at the village where the project will be done? (Please draw a map on an additional page).

3. Contact: Specify first and last names of the person to be contacted (in Bamako, if possible); Please list address, phone number, and email (if applicable).

4. Description of the village and of the group: General aspects, group activities, implemented projects, etc.

5. Have you (or your group) ever previously submitted a project to the Self-Help Fund?
If so, which project? _____ When?

6. Project Description: Please detail on an additional page

- Justification: What needs would be met by the project?

- Objectives: What do you intend to accomplish with this project?

- Plan: How do you hope to achieve yours goals?

Note that projects involving the construction of buildings must include a floor plan.

SOIL SURVEY: Attach any reports from an engineer or hydraulic service, according to your project. In the case of well deepening, provide information on the depth of the well, or drillings in the area. Also, note soil characteristics (e.g. rocky, sandy).

7. Who will benefit from this project? How many?

In the event that the project receives funding, how will it be used?

8. Note the name and title of the person there who will be responsible for the completion of the project:

9. Project Costs: (Detail your budget on the following page and attach *proforma* invoices)

- a. How will the village or the group contribute to the project?
- b. What is the value (in CFA) of local materials, labor, and transportation (by either donkey cart or truck)? Show how you calculated this value. ***Note that a minimum local contribution of 33% of the total cost of the project is required.***
- c. Is there a contribution to this project being made by the Malian government? If so, what/how much is it?
- d. Will other organizations contribute materials or services to the project? If so, which ones and how/what will they contribute?
- e. Which materials or services will be paid for with Self-Help Funds?

10. Have you (or the community) submitted a proposal for funding of this project to other sources of funding? YES / NO. If "Yes," which one(s)?

(Note: If your project receives funding from another source, this does not necessary forbid Self-Help from providing additional funding to the project. However, please inform us in the event that you do have another or additional source of funding).

FOR GARDENING PROJECTS:

(Use an additional page to complete the following questions below relevant to gardening or farming projects)

1. Is the site of the garden or the orchard permanent?
2. Does the group have any previous experiences with the garden (site)?
3. What are the source and the quantity of water available throughout the year?
4. Who will give technical advice to the gardeners?
5. What is the framework? For example, which species/varieties will be cultivated (planted) and during which months?
6. How will the tools will be stored and distributed for use?
7. Will the exploitation of the garden be collective or individual?
8. How will the groups pay the expenses which are incurred annually/continually?
9. What will be the nature of the protection for the garden? (E.g. a living hedge, dead wood, barbed wire, netting, metal fencing...)?
10. If some of the production is to be sold, on which market will it be sold and what means of transportation will be used to get it there?
11. Who will manage the accounts of the group?

Articles/Services requested	Unit Price	Amount	Local Contribution	Self-Help Contribution
TOTAL.....	cfacfa cfa
PERCENTAGE OF THE TOTAL.....		 % %

GENERAL INFORMATION ON
THE SELF-HELP FUND
UNITED STATES EMBASSY, BAMAKO, MALI

The Self-Help Fund of United States Embassy in Bamako provides assistance for small projects. The request for assistance must come from local communities, in collaboration with the local development committee or local institutions and/or agencies in charge of development activities such as a local NGO or Peace Corps Volunteers in the field. The Self-Help Fund, in consideration of the local priorities for development, is currently used for the financing of projects which contribute to socio-economic development in general, and agro-pastoral development in particular.

The Self-Help Fund is limited to a small amount, *generally less than four million (4,000,000) CFA*, which is usable only once and which cannot be allotted to long-term projects which require continuous (repeated) funding. The projects which are addressed within a specific community must be used to improve the social and economic conditions of the greatest possible number people (beneficiaries). One of the essential elements of any Self-Help Project is the involvement of the local population in the financing and execution of the project.

The financial contribution of the Embassy is generally used to cover the expenses associated with: the acquisition of materials and equipment, and building materials.

The local community should provide non-specialized labor, local materials, materials (and their transportation). Materials are generally provided by the local community.

PRIORITY SECTORS OF INTERVENTION

1. Water Resources Development
 - a. Large diameter wells
 - b. Small dams and dams for retaining water
 - c. Small irrigation systems
2. Agro-pastoral Development
 - a. Small farming projects
 - b. Small forestry projects
 - c. Small fish-raising projects
 - d. Small animal-raising projects
3. Collective Equipment
 - a. Mills or cereal threshers
 - b. Health centers or village maternities
 - c. Literacy centers or schools
 - d. Nursery schools

LOCAL PARTICIPATION

Community contribution is a very important criterion for the selection of a Self-Help Project. It must represent a ***minimum of 33% of the total cost of the project***. The participation of the community can be done in cash, or a combination of contribution in cash and in kind (labor, materials local for construction, transport of the material and materials until the site of the project, etc). Please calculate this value in CFA as indicated below:

labor: (number of people) x (number of days) x (cost per person per day)
local materials: (quantity of items) x (cost per item)
transportation: (number of trips) x (cost per trip)

WHO CAN REQUEST SELF-HELP FUNDS?

Any community group or association may request Self-Help assistance, either directly or via a credible NGO or a Peace Corps Volunteer. Project proposals must include:

- project description
- project goal
- project justification and the number of beneficiaries
- nature and the amount of the assistance requested
- nature and the amount of the local contributions to the project
- a project framework that includes a time table indicating project implementation
- the name and title of the person responsible for the execution of the project

Requests for project funding should be addressed to the following address:

The Self-Help Fund
Embassy of the United States of America
B.P. 34
Bamako, Mali

The funding request must include plans and estimates of costs for construction, as well as the *proforma* invoices of all the materials and supplies requested from the Embassy. As much as possible, Embassy will visit the proposed project sites to discuss the project in greater detail before the proposal is submitted to the project selection committee.

PROJECT SELECTION

Each year the Embassy receives, usually in *January or February*, an annual allowance for the funding of Self-Help projects for the current fiscal year. Once the amount of the allocated funds is known, a committee meets to select the projects which respond, among others, to the project criteria and appear to have a greater chance of success, as well as those that will generate income and related socio-economic development. The project selection committee analyzes each proposal while taking into account the potential impact on development, its reliability, the number of beneficiaries, the total amount of project costs, and the percentage of the total cost that the community group will contribute.

The project selection committee usually meets once a year (in April). Once a project is selected, the project manager is informed (either by mail or any other suitable way).

REALIZATION OF PROJECT

When a project is approved by the Embassy, an official agreement is established between the Government of the United States of America via the American Embassy and the Government of Mali, via the National Management of International Cooperation. The agreement signed by the American authorities and Malians establishes the mutual responsibilities for the American Embassy and the local manager responsible for carrying out the project.

The project agreements allow the Embassy to emit accounts which are established on the basis of *proforma* invoice submitted in connection with the project proposal. In general, that takes two to four weeks from the date on which the account was ordered until the date that it arrives. As of notification that the agreement of a selected project is signed, the local partners are encouraged to set up their contribution by preparing the ground where the project will be established, while bringing local materials to the project site, and by collecting all of the local funds promised for the project. In this way, we ensure an execution of the projects as rapidly as possible.

The village project manager supervises the purchase of materials and their delivery to the work place, and notifies the Embassy of the reception of materials. Each expenditure, no matter what nor how small, must be justified by an invoice signed as “paid,” or by a delivery form, in thirty (30) day intervals.

The village/community manager responsible for project implementation submits a report to the American Embassy at the mid-point of project implementation, as well as a final report at the completion of the project.

Throughout the implementation phase of any project, Embassy staff may visit the work place to monitor the progression of a project, as well as to check the accounting, distribution, and management of funds. The Embassy reserves the right to impose necessary corrective measures or else to put an end to the funding granted. ***Any financed project must be completed within one year from the starting from the date of the project agreement signature.*** The final report must be submitted to this date.